

# Frequent Tasks

When logged in to [registry.awi.de](https://registry.awi.de) all of your items are listed under 'My Devices'. The rightmost column of the summary table offers a set of tools to the users.



## Clone Items



Existing items can serve as a blue print for multiple other items.

By ticking/unticking several attributes you can choose what is shared with the new items. There is a limit to 50 clones. If you need more than this you have to repeat the step. Short names and long names must be set individually per clone.

Clone SST\_CTD\_1420

Please select the properties from SST\_CTD\_1420 which you want to clone!

Contacts:	<input checked="" type="checkbox"/>	Actions:	<input type="checkbox"/>
Parameters:	<input checked="" type="checkbox"/>	Resources:	<input checked="" type="checkbox"/>
Properties:	<input checked="" type="checkbox"/>	Position:	<input type="checkbox"/>
Children / Sub Devices:	<input checked="" type="checkbox"/>		

Number of Clones:

1

Please be aware that once a sensor has been saved, one is only allowed to change its long name. Changes in the short name are not allowed. In case this represents a problem for you, please contact [o2a-support@awi.de](mailto:o2a-support@awi.de)

Number	Short name	Long name
1	<input type="text"/>	<input type="text"/>

Clone

Cancel

clone form

## Edit Items



Clicking on 'Edit' allows you to go in editing mode. All fields except for short names (item and parameter) can be altered then.

## Delete Items



Items can only be deleted by its editors if there are no versions of past states available (see 'History and Citing' at <https://spaces.awi.de/x/zYa0FQ>). If there are versions available they could be referenced in any kind of publication, thus deletion is neglected. If the editors are absolutely sure there is no publication that cites the former version of this item a request for deletion can be send to [o2a-support@awi.de](mailto:o2a-support@awi.de).

Reassign Items



Moving items from on parental device to another is called reassignment. By clicking the process is started. You can select multiple items for reassignment, the candidates then are listed to the right. If the selection is finished press 'Find new parent'.

<div><h3>Reassign Candidates</h3><div>SST_CTD_183</div><div><div>Find new parent</div><div>Cancel</div></div><div>Add as much items as you like, then click the "Find new parent" button to search a new parent.</div></div> <div>List of reassign candidates</div>	<div><h3>Reassign Candidates</h3><div>SST_CTD_183</div><div><div>Cancel Find new parent</div><div>Cancel</div></div><div>Use the search to find the item that should become the new parent. Then click the reassign button next to that item.</div></div> <div>Ready to choose new parental item</div>
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When a target is chosen mount and unmount dates must be specified. The **Unmount Date** is the removal from the former parental item, the **Mount Date** refers to the new parent. Thus, the Unmount Date needs to be older than or at least the same date and time as the Mount Date.

Normally when reassigning an item a new version of it is created (see 'History and Citing' at <https://spaces.awi.de/x/zYa0FQ>). For whatever reason it is also possible to reassign an item without triggering a new version. Please use this feature with care, because in other parts of the O2A process chain this might get relevant (see the DWS part at <https://spaces.awi.de/x/0oa0FQ>).

Reassign Summary

Reassigning an item without creating a version will of course neither produce a version, nor a handle and therefore the item's version will not be citable in publications.  
Those Actions will be called "Unmounted %device%" and "Mounted %device%".  
Please enter the particular unmounting and mounting dates below.

SST\_CTD\_183

Unmount date:

Mount date:

Reassign without version

Reassign

Cancel

Reassign summary

# Creating new Items



New items can be created (after logging in) either via 'Create Item' in the header or directly as a child item via .

Either way, the form is the same. While 'short name' and 'long name' are the only mandatory fields in the form, we strongly recommend to describe your items as thoroughly as possible.

Create new item

Please be aware that once a sensor has been saved, one is only allowed to change its long name. Changes in the short name are not allowed. In case this represents a problem for you, please contact [cto-support@awi.de](mailto:cto-support@awi.de)

After creating a item you will get relocated to "My Devices"

State: Construction Public Private

Parent:

Parent ID:

Short name:

Long name:

Description:

Serial number:

Manufacturer:

Model:

Type:

Asset Number:

Fields marked with \* are mandatory

Save Cancel

Create new item

Please be aware that once a sensor has been saved, one is only allowed to change its long name. Changes in the short name are not allowed. In case this represents a problem for you, please contact [cto-support@awi.de](mailto:cto-support@awi.de)

After creating a item you will get

State:

Parent:

Parent ID:

Short name:

Long name:

Description:

Serial number:

Manufacturer:

Model:

Type:

Asset Number:

Fields marked with \* are mandatory

Save Cancel

For naming conventions please refer to the section 'Short names and URN syntax' here: <https://spaces.awi.de/x/zYa0FQ>. There you can also find a list of all available item types.

When in doubt or something is missing to your opinion, please send a support request to [o2a-support@awi.de](mailto:o2a-support@awi.de) or ask the [chief editors of your project](#).

## Move to Parent

When an item is part of another one by clicking the view is shifted to the parent item. The complete tree of concatenated items can be seen in the tab 'Subdevices' (<https://spaces.awi.de/x/3oa0FQ>).